



Guaranteed Loan Lender USDA LINC SFH Web Reporting Help

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ABOUT SFH WEB REPORTING

Only lenders with less than 100 loans can use the Web Reporting input pages to submit guaranteed loan status and mortgage loan default status information. As lenders convert to web reporting, loan status reporting will be required on a quarterly basis, rather than an annual basis. Lenders will continue to report defaults on a monthly basis.



A loan is delinquent if it is 30 or more days past due. For example: A loan is considered 30 days delinquent if the June 1st installment has not been paid as of June 30th. A loan is 60 days delinquent if the May 1st installment has not been paid as of June 30th.

The GRH LINC is the starting point for status reporting, whether you are using ESR or Web Reporting input pages. The menus on the GRH LINC divide the web site into four major sections: Electronic Status Reporting, Web Reporting, Forms, and Other Links. The options available for each section are described below.

- | | |
|-------------------------------|------------------------------------------------------------------------------------|
| • Electronic Status Reporting | Send X12 Files
Retrieve 997 Files |
| • Web Reporting | Report Quarterly Status
Report Monthly Default Status |
| • Forms | Not Available |
| • Other Links | View and/or print the EDI Implementation Guide
View and/or print USDA LINC Help |

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ACCESSING THE GRH LINC FOR WEB REPORTING

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID and Password.
6. Click **LOGIN**.
7. Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

HELPFUL HINT: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for "Security."

8. Click **RHS LINC HOME**. The RHS LINC Home page is displayed.
9. Click **Single Family Guaranteed Rural Housing**. The GRH LINC Home page is displayed.
10. Click **WEB REPORTING**. The GRH LINC Home page is redisplayed with the following menu options for Web Reporting.
 - Quarterly Status Report
 - Monthly Default Status Report

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ENTERING QUARTERLY STATUS REPORTS

Once you have accessed the GRH LINC, you can enter quarterly status report data. You are required to report on your entire portfolio on a quarterly basis.

1. Access the GRH LINC.
2. Click **Quarterly Status Report**. The Quarterly Status Reports page is displayed.

3. For borrowers whose status information is being entered on the Web Reporting input page for the first time:

- a) Enter the Borrower SSN and click **Retrieve Borrower**. The Quarterly Status Reports page is redisplayed with the message "Borrower was not included in previous quarterly reporting cycle. Please enter data."
- b) Complete the following fields. Click **Select** for Property Location and Investor Reporting Action Code. Drop down lists display valid property locations and investor reporting action codes. Click on the applicable property location and investor reporting action code.

<u>Input Field:</u>	<u>Definitions:</u>
Borrower Name	Borrower Name
Property Location	Property Location
Lender Loan Number	Lender Loan Number
Unpaid Principal	This is the principal balance owed.
Principal/Interest Payment	This is the principal and interest installment. Do not include taxes and insurance.
Total Amount	This is the principal and interest past due. NOTE: A loan is delinquent if it is 30 or more days past due for all months except February. For example: A loan is considered 30 days delinquent if the June 1st installment has not been paid as of June 30th. A loan is 60 days delinquent if the May 1st installment has not been paid as of June 30th. For February: A loan is considered delinquent if the February 1st installment has not been paid as of February 28th, except in a leap year, the installment would be due on the 29th.
Investor Reporting Action Code	Investor Reporting Action Code

- c) Click **Next Borrower**. A new Quarterly Status Reports page is displayed. If this borrower is not the last borrower in your portfolio, proceed to step 3d. If this is the last borrower in your portfolio, click **Review Transmission**. The Review Quarterly Status Reports page is displayed with the input status data. Refer to the Help for reviewing, modifying, deleting, and/or submitting quarterly status reports, if needed.
- d) Repeat steps 3a-3c for each first time borrower, or to enter quarterly status reports for borrowers who were previously updated on the Web Reporting pages refer to Step 3e below.

For borrowers who had status information previously updated on the Web Reporting pages:

- e) Enter the Borrower SSN and click **Retrieve Borrower**. The Quarterly Status Reports page is redisplayed with the message "The following fields have been prefilled from the prior quarterly status report. Please verify prefilled fields and complete blank items for this reporting period."
- f) Complete the Unpaid Principal and Total Amount Delinquent input fields. Refer to step 3b for an explanation of these fields.
- g) Click **Next Borrower**. A new Quarterly Status Reports page is displayed. If this borrower is not the last borrower in your portfolio, proceed to step 3h. If this is the last borrower in your portfolio, click **Review Transmission**. The Review Quarterly Status Reports page is displayed with the input status data. Refer to the Help for reviewing, modifying, deleting, and/or submitting quarterly status reports, if needed.
- h) Repeat steps 3e through 3g for each borrower, or to enter quarterly status reports for first time borrowers refer to Step 3a above.

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REVIEWING QUARTERLY STATUS REPORTS

You can review current statuses *that have not been transmitted* by accessing the Review Quarterly Status Reports page. You must also submit your statuses for transmission from this page.

Click **Review Transmission** on the Quarterly Status Reports page. All status reports that were entered on the Quarterly Status Reports page are displayed on the Review Quarterly Status Reports page. The status reports are sorted by borrower social security number and displayed in ascending numerical order.

HELPFUL HINT: If you click **Submit Transmission**, you cannot review, modify, or delete any statuses you just entered. Please be sure to make all modifications and/or deletions before you click **Submit Transmission**.

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MODIFYING QUARTERLY STATUS REPORTS

You can modify information for current statuses *that have not been transmitted* by accessing the Review Quarterly Status Reports page. You also submit your statuses for transmission from this page.

1. Click **Review Transmission** on the Quarterly Status Reports page. All status reports that were entered on the Quarterly Status Reports page are displayed on the Review Quarterly Status Reports page. The status reports are sorted by borrower social security number and displayed in ascending numerical order.
2. Click **Mod** (Modify) next to the borrower's status report that you want to modify. The Quarterly Status Reports page for the selected status report is displayed with the data prefilled.
3. You can modify any of the fields listed below. All other data fields are protected.
 - Borrower Name
 - Property Location
 - Lender Loan Number
 - Unpaid Principal
 - Principal/Interest Payment
 - Total Amount Delinquent
 - Investor Reporting Action Code.
4. Click **Update Modification**. The Review Quarterly Status Reports page is redisplayed with the corrected data.
5. Repeat steps 2, 3, and 4 for all modifications.
6. After you have entered, reviewed, modified, and/or deleted your quarterly status report data for your entire portfolio, you are ready to submit the quarterly status reports for transmission. Access the Review Quarterly Status Reports page to submit the quarterly status reports.

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DELETING QUARTERLY STATUS REPORTS

You can delete current statuses *that have not been transmitted* by accessing the Review Quarterly Status Reports page. You also submit your statuses for transmission from this page.

1. Click **Review Transmission** on the Quarterly Status Reports page. All status reports that were entered on the Quarterly Status Reports page are displayed on the Review Quarterly Status Reports page. The status reports are sorted by borrower social security number and displayed in ascending numerical order.
2. Click **Del** (Delete) next to the borrower's status report that you want to delete. The Delete Confirmation message box is displayed.
3. Click **OK** to delete the selected status report or click **Cancel** to return to the Review Quarterly Status Reports page. If you clicked **OK**, the Review Quarterly Status Reports page is redisplayed and the selected status is deleted.
4. After you have entered, reviewed, modified, and/or deleted your quarterly status report data for your entire portfolio, you are ready to submit the quarterly status reports for transmission. Access the Review Quarterly Status Reports page to submit the quarterly status reports.

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SUBMITTING QUARTERLY STATUS REPORTS

After you have entered, reviewed, modified, and/or deleted your quarterly status report data for your entire portfolio, you are ready to submit the quarterly status reports for transmission. You submit the quarterly status reports from the Review Quarterly Status Reports page. Submit all your statuses together as one transmission.

1. Click **Submit Transmission** on the Review Quarterly Status Reports page. The Submit Confirmation page is displayed with the following information:
 - verification that the transmission has been accepted,
 - number of records transmitted, and
 - date of transmission.
2. Print the page as receipt for submission of transmission.
3. Click **OK**. The Quarterly Status Reports page is displayed.
4. Click **Exit** to return to the USDA LINC Home page.

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ENTERING MONTHLY DEFAULT STATUS REPORTS

Once you have accessed the GRH LINC, you can enter monthly default status report data. You are required to report on delinquent loans on a monthly basis.

1. Access the GRH LINC.
2. Click **Monthly Default Status Report**. The Monthly Default Status Reports page is displayed.
3. For borrowers whose default status information is being entered on the Web Reporting input page for the first time:
 - a) Enter the Borrower SSN and click **Retrieve Borrower**. The Monthly Default Status Reports page is redisplayed with the message "Borrower was not included in previous monthly reporting cycle. Please enter data."
 - b) Complete the Borrower Name, Property Location, Lender Loan Number, Due Date of Last Installment Received, Status of Mortgage Code, and Status Reason Code input fields.

HELPFUL HINT: Click **Select** for Property Location, Status of Mortgage Code, and Status Reason Code. Drop down lists display valid property locations, status of mortgage codes, and status reason codes. Click on the applicable property location, status of mortgage code, and status reason code. Definitions for valid Status of Mortgage codes and Status Reason codes are listed below.

Status of Mortgage Codes

9 - Forebearance (Status assigned during the temporary suspension of loan payments, granted at the discretion of the lender, according to federal regulations.
 11 - Claim (Status assigned when Loss Claim filed.
 12 - Repayment
 28 - Modification
 30 - Third Party Sale
 42 - Delinquent
 43 - Foreclosure Started
 44 - Deed-in-Lieu Started
 45 - Foreclosure Completed
 47 - Deed-in-Lieu Completed
 59 - Chapter 12 Bankruptcy
 65 - Chapter 7 Bankruptcy
 66 - Chapter 11 Bankruptcy
 67 - Chapter 13 Bankruptcy

Status Reason Codes

001 - Death of Principal Mortgagor
 002 - Illness of Principal Mortgagor
 003 - Illness of Mortgagor's Family Member
 004 - Death of Mortgagor's Family Member
 005 - Marital Difficulties
 006 - Curtailment of Income (The reduction of income of a borrower)
 007 - Excessive Obligations - Same Income, Including Habitual Nonpayment of Debts
 008 - Abandonment of Property
 009 - Distant Employment Transfer
 010 - Neighborhood Problem
 011 - Property Problem
 012 - Inability to Sell Property
 013 - Inability to Rent Property
 014 - Military Service
 015 - Other

- c) Click **Next Borrower**. A new Monthly Default Status Reports page is displayed. If this borrower is not the last borrower in your portfolio, proceed to step 3d. If this is the last borrower in your portfolio, click **Review Transmission**. The Review Monthly Default Status Reports page is displayed with the input status data. Refer to the Help for reviewing, modifying, deleting, and/or submitting monthly default status reports, if needed.
- d) Repeat steps 3a through 3c for each first time borrower, or to enter monthly default status reports for borrowers who were previously updated on the Web Reporting input pages refer to Step 3e below.

For borrowers who had default status information previously updated on the Web Reporting input pages:

- e) Enter the Borrower SSN and click **Retrieve Borrower**. The Monthly Default Status Reports page is redisplayed with the message "The following fields have been prefilled from the prior monthly default status report. Please verify prefilled fields and complete blank items for this reporting period."
- f) Enter the Due Date of Last Installment Received.
- g) Click **Select** for Status of Mortgage Code and Status Reason Code. Drop down lists display valid status of mortgage codes and status reason codes. Click on the applicable status of mortgage code and status reason codes. Refer to the code definitions listed on the previous page, if necessary.
- h) Click **Next Borrower**. A new Monthly Default Status Reports page is displayed. If this borrower is not the last borrower in your portfolio, proceed to step 3i. If this is the last borrower in your portfolio click **Review Transmission**. The Review Monthly Default Status Reports page is displayed with the input status data. Refer to the Help for reviewing, modifying, deleting, and/or submitting monthly default status reports, if needed.
- i) Repeat steps 3e through 3h for each borrower, or to enter monthly default status reports for first time borrowers refer to Step 3a above.

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REVIEWING MONTHLY DEFAULT STATUS REPORTS

You can review current default statuses *that have not been transmitted* by accessing the Review Monthly Default Status Reports page. You must also submit your default statuses for transmission from this page.

Click **Review Transmission** on the Monthly Default Status Reports page. All default status reports that were entered on the Monthly Default Status Reports page are displayed on the Review Monthly Default Status Reports page. The default status reports are sorted by borrower social security number and displayed in ascending numerical order.

HELPFUL HINT: If you click **Submit Transmission**, you cannot review, modify, or delete any default statuses you just entered. Please be sure to make all modifications and/or deletions before you click **Submit Transmission**.

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MODIFYING MONTHLY DEFAULT STATUS REPORTS

You can modify information for current default statuses *that have not been transmitted* by accessing the Review Monthly Default Status Reports page. You also submit your default statuses for transmission from this page.

1. Click **Review Transmission** on the Monthly Default Status Reports page. All default status reports that were entered on the Monthly Default Status Reports page are displayed on the Review Monthly Default Status Reports page. The default status reports are sorted by borrower social security number and displayed in ascending numerical order.
2. Click **Mod** (Modify) next to the borrower's monthly default status report that you want to modify. The Monthly Default Status Reports page for the selected monthly default status report is displayed with the data prefilled.
3. You can modify any of the fields listed below. All other data fields are protected.
 - Borrower Name
 - Property Location
 - Lender Loan Number
 - Due Date of Last Installment Received
 - Status of Mortgage Code
 - Status Reason Code
4. Click **Update Modification**. The Review Monthly Default Status Reports page is redisplayed with the corrected data.
5. After you have entered, reviewed, modified, and/or deleted monthly default status report data for your delinquent borrowers, you are ready to submit the monthly default status reports for transmission. Access the Review Monthly Default Status Reports page to submit the monthly default status reports.

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DELETING MONTHLY DEFAULT STATUS REPORTS

You can delete current default statuses *that have not been transmitted* by accessing the Review Monthly Default Status Reports page. You also submit your default statuses for transmission from this page.

1. Click **Review Transmission** on the Monthly Default Status Reports page. All default status reports that were entered on the Monthly Default Status Reports page are displayed on the Review Monthly Default Status Reports page. The default status reports are sorted by borrower social security number and displayed in ascending numerical order.
2. Click **Del** (Delete) next to the borrower's monthly default status report that you want to delete. The Delete Confirmation message box is displayed.
3. Click **OK** to delete the selected monthly default status report or click **Cancel** to return to the Review Monthly Default Status Reports page. If you clicked **OK**, the Review Monthly Default Status Reports page is redisplayed and the selected default status is deleted.
4. After you have entered, reviewed, modified, and/or deleted monthly default status report data for your delinquent borrowers, you are ready to submit the monthly default status reports for transmission. Access the Review Monthly Default Status Reports page to submit the monthly default status reports.

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SUBMITTING MONTHLY DEFAULT STATUS REPORTS

After you have entered, reviewed, modified, and/or deleted monthly default status report data for your delinquent borrowers, you are ready to submit the monthly default status reports for transmission. You submit the monthly default status reports from the Review Monthly Default Status Reports page. Submit all your default statuses together as one transmission.

1. Click **Submit Transmission** on the Review Monthly Default Status Reports page. The Submit Confirmation page is displayed with the following information:
 - verification that the transmission has been accepted,
 - number of records transmitted, and
 - date of transmission.
2. Print the page as receipt for submission of transmission.
3. Click **OK**. The Monthly Default Status Reports page is displayed.
4. Click **Exit** to return to the USDA LINC Home page.

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